

Brigade Command Policy # 03-01

AFZNBA-CO

MEMORANDUM FOR 1st Brigade, 1st Infantry Division (Mech)

SUBJECT: Training Management

1. **PURPOSE:** The purpose of this memorandum is to outline basic standards in the following training management areas: Training meetings, Training schedules, Training highlights, and Utilization of Training Areas.
2. **Training Meetings.** Training meetings will be conducted weekly at the battalion and company levels IAW FMs 25-100 and 101 and TC 25-30. These meetings will be reflected on the unit's training schedule. Effective training meetings which integrate training objectives, resources and lessons learned will assist in making our training meaningful and predictable.
3. **Training Schedules.** Training schedules will be submitted to brigade S-3 at T-4 NLT Wednesday at 1400 of that week. All schedules will be reviewed and signed by the company and the battalion commanders prior to submission. HHC brigade training schedules will be reviewed and signed by the Brigade XO prior to submission. Training will be locked in four weeks out and any changes must be approved by the battalion commander. Any changes inside one week of execution require the BCT Commander's approval. Units must ensure that they report all changes to their training schedules to the BCT S-3 when they occur.
4. **Training Highlights.** Training highlights will be submitted with each training schedule. Highlights will include all ranges and maneuver training. Highlights should also include any areas of special interest to the battalion or brigade (changes of command, command inspections, etc.) The highlights should be considered an "invitation" for senior commanders to see your great training.
5. **Utilization of Training Areas.** All training areas and ranges on Fort Riley will be scheduled and locked in at the Quarterly Range Scheduling Conference. Once locked in all training area resources will be properly utilized IAW FR Reg 385-12, Range and Training Safety. 100% utilization is the Brigade standard. Any range or training area scheduled, but not to be used must be canceled through the Brigade S-3 to G-3 NLT 48 hours prior to scheduled date. Cancellation needs to be completed as soon as possible once we have decided not to use it to allow other units to schedule it.
6. **8 Step Training Methodology.** Use the 8 step training method to plan, prepare, execute, and assess every training event. By using the eight step training model we factor in preliminary training such as rehearsals and AARs on the training calendars which paint a more realistic picture of time available. Utilizing this important tool will prevent us from filling our plates too full.
7. **Training resources** are a limited item in the brigade and should be used wisely. Each training event should be jealously monitored for ways to use only those resources needed to conduct effective training. Create ways to save resources with the use of HETs, HMMWVs during rehearsals, reducing training iterations, simulators, etc.

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BART HOWARD
COL, AR
Commanding